

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Kennedy-Lugar Youth Exchange and Study (YES): Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components ECA/PE/C/PY-10-06

Bureau of Educational and Cultural Affairs (ECA) Office of Citizen Exchanges Youth Programs Division

The Kennedy-Lugar Youth Exchange and Study (YES) Program for the 2011-2012 academic year is comprised of three separate grant opportunities: (1) “Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components,” which is the subject of solicitation announcement ECA/PE/C/PY-10-06, and (2) the “YES Inbound Placement and YES Abroad Recruitment Components,” and the (3) “Disability Support Components,” which are the subject of other grants. In order to successfully implement the YES Program the awardees of each of these components’ grants will be required to understand and cooperate with ECA and the other grants implementers through the duration of the grants.

These POGI guidelines apply specifically to the Request for Grant Proposals issued by the Office of Citizen Exchanges, Youth Programs Division, requesting a proposal for managing the Overseas YES Inbound Recruitment, YES Abroad Placement, and Alumni Components grant for the 2011-2012 academic year, which includes YES Inbound and YES Abroad. Proposals must conform to the Request for Grant Proposals, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying Request for Grant Proposals, the RFGP, is to be the dominant reference.

I. STATEMENT OF WORK

The Kennedy-Lugar Youth Exchange and Study (YES) program provides scholarships for **up to 1077** high school students (15-18.5 years) from countries with significant Muslim populations to spend up to one academic year in the U.S. The program is vital to expanding communication between the people of the United States and the partner countries in the interest of promoting mutual understanding and respect. Students live with host families, attend high school, engage in activities to learn about American society and values, acquire leadership skills, and help educate Americans about their countries and cultures. This solicitation and the activities to which it refers apply to inbound YES Program students from the following countries: Afghanistan, Albania, Bahrain, Bangladesh, Bosnia and Herzegovina, Bulgaria, Cameroon, Egypt, Gaza, Ghana, India, Indonesia, Israel (Arab Communities), Jordan, Kenya, Kosovo, Kuwait, Lebanon, Liberia, Macedonia, Malaysia, Mali, Morocco, Mozambique, Nigeria, Oman, Pakistan, Philippines,

Qatar, Saudi Arabia, Senegal, Sierra Leone, South Africa, Suriname, Tanzania, Thailand, Tunisia, Turkey, West Bank, and Yemen.

The Kennedy-Lugar Youth Exchange and Study (YES) Abroad program provides scholarships for **up to 50** American high school students and recent graduates (15-18.5 years) from the U.S. to countries with significant Muslim populations for up to one academic year. The YES Abroad Program includes: Egypt, Ghana, India, Indonesia, Malaysia, Mali, Morocco, Oman, Thailand, and Turkey.

Information about the inbound YES Program can be found at:

<http://exchanges.state.gov/youth/programs/yes.html>.

Information about the YES Abroad Program is at:

<http://exchanges.state.gov/youth/programs/yesabroad.html>.

Organization Responsibilities and Oversight

The Office of Citizen Exchanges (Office) of the Bureau of Educational and Cultural Affairs (Bureau or ECA) of the Department of State (Department) is the designated Exchange Visitor Program sponsor with ultimate responsibility for the YES Program. The Organization (including their employees, officers, agents, and third parties involved in the administration of the YES Program) receiving the YES Program grant to administer the Overseas Component will be considered under the terms of such grants to be “*third parties cooperating with or assisting the sponsor [i.e., The Office of Citizen Exchanges] in the conduct of the sponsor’s exchange program.*” (22 CFR Section 62.2)

Because the actions of such third parties are imputed to the designated sponsor, the Bureau expects that the Organization (including their employees, officers, agents, and third parties involved in the administration of the YES Program) will both comply with the regulations and requirements of the Exchange Visitor Program and render all necessary assistance to enable the Office of Citizen Exchanges to be in full compliance with the same. Accordingly, Placement Organizations must ensure their “*employees, officers, agents, and third parties involved in the administration of the [students placed under YES Program grants] ... are adequately qualified, appropriately trained, and comply with the Exchange Visitor Program regulations*” (22 CFR 62.9(f) (2)).

Relevant portions of the regulations governing the administration of an exchange visitor program are set forth in 22 CFR 62.25(d)(5), Program administration: “Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf ... [a]dhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may from time to time impose.”

Responsibilities of Grantee Organization

Responsibilities under this solicitation encompass both YES inbound and YES Abroad participants. Key areas of responsibility reflected in this POGI are summarized as follows:

- Develop on-line YES Program presence that serves to market the international inbound and Americans Abroad programs; disseminate information to U.S. and foreign publics and in secure formats, among YES Program implementers; serve as a participant application and resource tool for both YES Inbound and Outbound students, and develop and maintain data base for student placement information, etc.
- Recruit, select, and carry out pre-exchange preparation of all YES Inbound students from approximately 35 countries to the U.S., monitoring their progress in collaboration with the Placement Organizations while communicating with their natural families and U.S. Embassies, and implementation of substantive alumni programs on their return.
- Participate in the final selection and assignment of United States citizen YES Abroad students, coordinate their academic programs including school and host family placements and provide both pre-program and in-country language and culture training and re-entry preparation prior to their return to the U.S.
- Design and implement an annual Civic Education Workshop for 100 competitively selected YES Inbound students to be conducted in Washington D.C. in the spring of 2012.
- Design and implement an overseas workshop for YES Inbound and Abroad Program grantee implementers to include transportation for approximately 20-25 U.S. and 40-45 foreign grantee representatives of the YES Program.
- Participate with representatives from each partner organization on this grant in an Annual Yes program meeting, the first to be held for 2 days in the spring of 2011.
- Maintain a student placement information data base and serve as point of contact for ECA and Placement Component organizations on all student concerns throughout the duration of the exchange.
- Design and implement a 3-5 day YES Program Alumni Leadership Workshop(s) providing one global or 3-5 regional events for approximately 150 competitively-selected alumni from the YES Inbound and YES Outbound Programs.
- Promote participation in ECA, Embassy, and DoS Web Resources:
 1. All grantee staff, program personal, and regional and local volunteers associated with the YES program are expected to be members or guest member and are to be knowledgeable of the State Department's resources such as, but not limited to, ExchangesConnect.State.gov and Alumni.State.gov.
 2. Staff and coordinator training, and orientations for students and host families, are to include presentations and demonstrations on these resources.
 3. DoS Resource sites are to be promoted effectively to participants and participants are expected to become active members at these sites. While organizations may provide their own resources and on-line opportunities, these additional on-line resources may not replace involvement with DoS on-line communities.
 4. All alumni data bases are to be shared with the respective U.S. Embassies.

For YES Inbound students:

1. Recruit and screen applicants and through a merit-based competition select finalists and alternates for the academic year YES Inbound program. Develop a standard recruitment and

selection process to be used in all countries and maintain statistics at all levels (i.e. initial applications received, English tests administered and passed, full applications with essays received, interviews conducted, etc.) Application forms used in all countries must be uniform except for country-specific requirements that should be kept separate from the standardized application form. The recruitment process must be open to make it possible for any student who meets the eligibility criteria to apply. An applicant should present a plan to identify a diverse applicant pool. Please refer to the target allocation section of the RFGP for inbound country-specific projections. Special provisions should be made, as appropriate, to recruit students from countries that present special challenges due to political or social circumstances. Please see the RFGP, section VI.1b, for additional information regarding assistance to the West Bank and Gaza, and a Special Provision for Performance in Afghanistan. A special recruitment effort should target eligible individuals with significant physical disabilities. Students with special needs (e.g., asthma, diabetes, etc.) should also be identified, as should students needing additional pre-program English language enhancement. Maintain recruitment statistics at each stage by country, region, and gender (e.g. initial application, language testing, interviews, selection of finalists and alternates, etc.).

Criteria for YES Inbound Students

- Citizen or a permanent resident of the country of application,
 - Preferred Age 15 – 17 (consideration of students up to 18.5 will be granted in special situations),
 - Secondary school student who has not completed more than 11 years of primary and secondary education and has not received a high school diploma (except for Malaysia)
 - Sufficient ability to speak and study in English,
 - Preference will be given to applicants who have received a majority of their high school education in the country of application,
 - Preference will be given to applicants who have not previously studied in the United States,
 - Commitment to cultural immersion in the United States through a home stay experience,
 - Ability to meet cross-cultural challenges with maturity, humor, and an open mind,
 - Plans for sharing their U.S. experience with their home school/community upon return home.
2. In cooperation with ECA and with each respective U.S. Embassy, coordinate recruitment efforts to build on existing USG-funded English language programs for youth, such as the Access-Microscholarship for youth from 14 years of age, which ECA is seeking to develop in particular as a “feeder program” to YES. Proposals must include a commitment to include these students in YES and to maintain records of YES application statistics on these English-language students.
 3. Assist all YES Inbound students to obtain passports, visas, and obtain any necessary transit visas. Provide to ECA all student data necessary to maintain the Student Exchange Visitor Information System (SEVIS) and to prepare DS-2019 forms for finalists and alternates. Data on students must be submitted in an Excel spreadsheet that will be provided by ECA. The grantee must work with the U.S. Embassy in each country to ensure timely processing of U.S. visas for all participants.

4. Ensure that all students have undergone medical screening and have obtained required clearance to demonstrate that they are sufficiently healthy to participate in the program and have had the necessary immunizations prior to leaving their home countries when possible. Review medical screening documents in the United States to confirm that all requirements have been met.
5. Perform a special review, carried out by a medical doctor, to confirm that applicants with disabilities are able to travel and complete the program successfully. The medical doctor will also identify special support needs for each applicant specific to their disability. This information must be conveyed prior to student travel to the respective U.S. Placement YES Inbound Organization. Facilitate communication among the recruitment partner country, the Placement Organization, and the Disabilities Support Components grantee to ensure that the needs of students with disabilities are understood, projected financial impact is clear and accommodations are made available.
6. Provide round-trip travel, including from all students' home communities to their host communities and return, covering international and U.S. domestic travel. Communicate and collaborate with YES Inbound Placement Organizations (POs) when necessary and appropriate. In consultation with POs, develop standard travel procedures for all program participants. Recruit and train flight escorts for each country group.
7. Coordinate travel for students who are unable, for any reason, to travel with an escorted group, including those who are voluntarily or involuntarily repatriated before the end of the exchange. Applicants must budget for escorted travel of at least 10 individual early returning students in the event of special accompaniment needs due to health or security/flight risk.
8. Provide preparatory and orientation programming for all participants prior to their departure. Make special provisions, such as third-country events - as appropriate for orienting students from countries where the political situation does not permit an in-country, pre-departure orientation. The Overseas YES Inbound Recruitment, YES Abroad Placement, Alumni Components field staff must include the participation of U.S. Embassy personnel in pre-departure orientations whenever possible.
9. Develop and implement a plan for the equitable, transparent and timely distribution of finalist documentation to U.S. POs, taking into consideration such factors as gender, age, country of origin, need for English language enhancement activities, and disabilities.
10. Communicate and liaise with the students' natural families during the program year. Make special provisions for communicating with and assisting students and their families from countries where the political situation prevents your organization from conducting program activities in-country.
11. Designate a staff member as a "Student Support Liaison" who will serve as a point of contact to ECA on all student support issues. Regularly collect on-program support updates from

YES Placement Organizations and report them on a routine basis to the ECA Program Office.

12. Request permission from each student's natural family to have their photo taken and reproduced in ECA-approved printed and web-based promotional materials, except where prohibited by security protocols determined by the DoS.
13. Dedicate staff to work with and liaise with YES Inbound Placement Organizations on coordinating YES websites, program materials, handbooks, and any other YES material developed during the grant to present the program in its entirety. Coordinate all material development and clearances with the ECA Program Office.
14. Provide on-program support for students, staff, and volunteers of the YES POs in dealing with natural parents about student problems that arise during the program.
15. U.S. YES Inbound Placement Organizations will record informational changes in school or family addresses and local coordinator assignments in the program database. The overseas grantee will be responsible for reporting such changes within 10 days to the U.S. DOS or as stipulated by the J-1 regulations. The following documents for each student will be copied prior to students' departure to the U.S. and safeguarded for a minimum of one year after the completion of the program:
 - a. Name/photo page of international passport
 - b. J-1 visa page in passport
 - c. I-94 with date of U.S. entry indicated (collected post-U.S. arrival)
 - d. DS-2019 with stamp made at U.S. port of entry (collected post-U.S. arrival)
 - e. Airline tickets
16. Civic Education Essay Contest and Workshop. – Plan a Civic Education Workshop in Washington, D.C. for YES Inbound students. Coordinate an essay contest to select approximately 100 students to participate in a late winter/early spring 2012 Civic Education Workshop in Washington, D.C. Cooperate and collaborate with the grantee placement organization(s) to make final selections and arrange transportation to and from the host communities.
17. Coordination of YES Inbound alumni programming. – Track alumni and provide database maintenance, support for, and follow-up programming with alumni upon their return home to ensure that knowledge and skills gained on the program are reinforced and put to use at home. The proposal may include small grants to enable alumni to apply what they have learned in their home countries through civic education projects and community development initiatives. The grantee must provide a clear, systematic plan for alumni tracking. Students must be informed about and instructed on how to register on the ECA alumni website: <https://alumni.state.gov/login>. Alumni must be encouraged to join alumni associations that are already established in each current partner country, or establish a new alumni association where none exists. More information on forming alumni associations is available on the website noted above. Collaboration with established, in-country youth organizations is

encouraged. Provide support for alumni follow-on components of special YES programs, e.g. the Iacocca Institute Global Village summer seminar, and the YES Civic Education Workshop. Provide appropriate methods for supporting and maintaining alumni activities in countries where your organization cannot conduct program activities because of the political situation.

18. The grantee will ensure that all YES Inbound and YES Abroad students as well as any staff member assigned to the program is a member (or guest member for staff) of Alumni.State.gov and DoS' social networking site ExchangesConnect prior to the exchange portion of the program.
19. Coordinate with ECA on the selection of successful alumni to participate in various events in the U.S. to be chosen and coordinated with ECA and other YES grantees. Allow in budget for the travel to the U.S. and accommodation for 25-30 alumni to participate in such events, as well as Placement Organization (PO) Coordinator Trainings, national teacher and school administrator conferences, ECA YES Program presentations, etc.

For YES Abroad Students:

1. Develop a standard recruitment and selection process to be used by all YES Inbound Placement Organizations (POs), and maintain statistics at all levels (i.e. initial applications received, full applications with essays received, interviews conducted, etc.) Application forms must be uniform except for country-specific requirements that should be kept separate from the standardized application form.
2. Select finalists and alternates from a pool of candidates provided by YES Inbound Placement Organizations (POs), which will recruit and nominate qualified student applicants. Coordinate marketing and recruitment with POs and maintain statistics at each stage (e.g. initial application, interviews, selection of finalists and alternates, etc.) according to PO, U.S. region, and gender.

Criteria for YES Abroad application

- Must be a U.S. citizen,
- At least 15 years of age but not more than 18 years and six months of age as of the program start date (dependant on high school requirements of the specific country),
- Demonstrate maturity, good character, and scholastic aptitude,
- Preference will be given to students who have received a majority of their high school education in the U.S.,
- Preference will be given to candidates who have not resided or studied in the country to which they are applying,
- Applicants must not have received a high school diploma,
- Commitment to cultural immersion in a host culture through a home stay experience.
- Interest in learning the predominant language of the host culture,
- Ability to meet cross-cultural challenges with maturity, humor and an open mind,
- Plans for sharing their overseas experience in their U.S. home school/community.

3. Develop and distribute comprehensive language and cultural resource packets for finalists upon notification of acceptance into the program. Materials should outline the goals and requirements of the YES Abroad program, country-specific cultural guides, and language materials. Packets should include instructions to web-based resources and courses and the grantee should have an on-line interactive pre-exchange program where students can monitor and record their cultural and language preparation for the program.
4. Coordinate with POs and assist participants to obtain all required documents such as passports and visas.
5. Ensure that all students have undergone medical screening and have obtained required clearance to demonstrate that they are sufficiently healthy to participate in the program and have had the necessary immunizations. Review of medical screening documents in the United States to confirm that all requirements have been met.
6. Provide round-trip travel from students' home communities to host communities, including international and U.S. and foreign domestic travel and provide escorts for group travel. Coordinate travel for students who are unable, for any reason, to travel with an escorted group, including those who are voluntarily or involuntarily repatriated before the end of the exchange. Applicants must budget for escort travel of at least two individual early returning students in the event of necessity due to health or security risk. Applicants must agree to coordinate beginning and end-of-program travel dates for YES Abroad with the Program Office at ECA.
7. Provide pre-program orientation sessions prior to the students' departures. Orient host institutions, staff, families, and students about the purpose and the foreign policy context for the YES Abroad program, goals and expectations, rules, practical information, and an introduction to personal and cultural adjustment issues. Ensure host country staff who support the American participants are capable of communicating cultural differences that Americans must navigate in order to have a successful exchange. Provide specific examples of cultural training that will be offered to participants in order to ensure students' awareness and sensitivity to the nuances of their host cultures that will require their adaptation to facilitate a successful exchange experience. The pre-departure preparation for YES Abroad should include a general political, historical, educational, and cultural introduction to the host countries, plus information related specifically to the objectives and themes of the program, and practical/administrative information. Prepare American participants for encountering potentially difficult or challenging U.S. policy positions and/or alternative historical interpretations.
8. Student Orientations and Closure/Re-entry Training
Most YES Inbound student participants will arrive in their U.S. host communities during the month of August 2011 and remain for 10 or 11 months until their departure during the period of mid-May to early July 2012. Most YES Abroad students will have similar school calendars abroad. Holding August 2011 pre-exchange YES orientations, and June 2012 re-

entry orientation for both YES Inbound and YES Abroad students in Washington, D.C. at the beginning and end of the program are encouraged. If orientations in Washington D.C. are proposed, applicants must coordinate travel and activity dates with ECA to allow opportunity for students to meet with Department of State officials and wherever possible, for groups of YES Inbound and YES Abroad students to attend pre- and post- program events together.

Post-Arrival Orientation

Conduct a YES-specific post-arrival orientation program for incoming YES Abroad students and prepare materials specifically for use by YES students in their host countries. Your organization's field staff must include the participation of U.S. Embassy personnel in post-arrival orientations for YES Outbound students whenever possible. The following topics must be included as part of post-arrival orientation:

- Goals of the YES program (please see the RFGP for the complete list)
- Rules, regulations and expectations
- Role of the local representative
- Personal goals
- Keys to a successful exchange experience
- School life and academic opportunities and expectations
- Schedule of upcoming events and activities
- Community service
- International Education Week (November)
- Cultural misunderstandings and sensitive topics (*e.g.*, attitude/gratitude, personal hygiene, religion)
- Computer etiquette and usage
- Budgeting
- Communication with friends and family at home
- A brief overview of alumni activities that will await returning participants

Mid-Program Conference

Meet with students approximately halfway through their exchange experience, preferably in January, as a way to further guide them towards accomplishing program and personal goals. This is also a time when students typically experience a resurgence of homesickness and begin to feel anxious about their last few months on the program. The following issues should be addressed at this conference:

- Adjustment and cross-cultural concerns
- Challenges and strategies to deal with these issues
- Goals (program and personal); where they are in achieving their goals; and determining strategies for achieving these goals
- Return travel (i.e. return travel date, travel procedures, luggage, and overweight baggage costs)
- Global Youth Service Day (April)
- Alumni programming (i.e. alumni associations; ideas for alumni activities; registering on the DOS Alumni website)

Re-entry/Closure Workshop

Prepare students for bringing closure to their exchange experience as well as re-entry to their home countries. Ensure that students receive relevant information concerning YES alumni opportunities in their respective countries and on ExchangesConnect and alumni.state.gov. Discuss individual plans for possible alumni projects. The following points should be included as part of re-entry training:

- Closure to the exchange
 - Re-entry process and reverse culture shock
 - Connecting with YES alumni
 - Developing YES alumni associations and activities
9. Identify and enroll YES Abroad students in private or public high schools with nationals from the host country that are accredited by the Ministry of Education of the host country. Proposals may include costs for tuition, room, and board in dormitories if needed. If a suitable host family is found, but the only appropriate school requires dormitory living during the week, students may be placed in this setting. In such cases, the applicant should identify a family that can consistently host the student on weekends and holidays in order for the student to have the cultural experience of family life.
 10. Recruit, screen, and select local host families to provide homestays to the YES Abroad participants during their stays in host communities. Ensure that hosts are qualified, motivated, hospitable, and supportive of the program's goals and objectives. Verify that prospective host family members aged 18 and over and all volunteers and staff who have regular contact with the exchange students have undergone culturally appropriate screening for suitability. Proposals may include reasonable stipend payments to host families to cover actual costs of food and expenses incurred by hosting a student. While full-time host family placements are preferred, students may be placed in a supervised dormitory setting as long as the safety and well-being of each student can be ensured. In this case, students should still have an assigned host family with whom they will stay on weekends and holidays. Long-term housing arrangements must be approved by PAS and ECA. Provide an orientation for host families before the students' arrival which covers program policies as well as cultural information to facilitate adjustment and communications across cultures.
 11. Provide the Office of Citizen Exchanges with an electronic placement report by August 31 that includes all YES Abroad Program participants. The grantee will notify the Program Office if placement information changes during the year.
 12. YES Abroad students must receive a minimum two-week (to four-week) intensive language program upon arrival in country. Include continued language and cultural education courses at least through the first semester of the program. Students must be offered individual language tutoring beyond the first semester if needed and/or requested.
 13. Design, plan, and implement an intensive and substantive extracurricular enhancement program for YES Abroad students on the stated concepts of mutual understanding, leadership development, and community service. Engage participants in several community service

activities during the program. For each country, the grantee should provide a context for the participants' activities – identifying community needs, volunteerism, etc. – and a debriefing to ensure that service activities are not isolated events and to help participants prepare to share their experiences after returning to the United States.

14. Coordinate YES Abroad activities with alumni activities of former YES Inbound Program participants.
15. In a timely fashion, distribute to all YES Abroad students information the Office of Citizen Exchanges has prepared regarding Department-initiated YES Program activities. Such activities include: International Education Week, Civic Education Workshop, Global Youth Service Day, and spur-of-the-moment program-related activities that may arise during the year (e.g., online chats, meetings, briefings).
16. Maintain, at a minimum, a monthly schedule of personal contact with the YES Abroad students and host families. Ensure that the schools have contact information for the local organizational representative and the program sponsor's main office. Provide the Office of Citizen Exchanges with reports of all situations that impact the safety, health, or well-being of YES Abroad Program participants. Full-time permanent employee(s) of your organization will develop reporting systems to distribute and collect monthly updates/communications/reports which YES Abroad students will fill out and submit themselves. The type of system is left to the discretion of the organization. Systems that demonstrate effectiveness and efficiency in identifying student issues will be deemed more competitive. Additionally, plans which describe ways to attain 100% student participation will be deemed more competitive. The purpose of these student reported monthly updates is to allow YES Abroad students to self report issues and to allow the grant recipient to track these issues effectively.
17. For any problems, inconsistencies, or concerns that are identified from these updates, the organization must promptly notify the Office of Citizen Exchanges about the situation. Only the Office of Citizen Exchanges can make the decision to terminate and repatriate a student; under no circumstances will the organization, their employees, volunteers, or third parties acting on their behalf inform YES Abroad Program participants that their program will terminate and they will be repatriated, without specific directions from the Office of Citizen Exchanges.
18. Communicate and liaise with the students' natural families during the program year. Provide on-program support for students, staff, and volunteers in dealing with natural parents about student problems that arise during the program.
19. Request permission from each student's natural family to have their photo taken and reproduced in ECA-approved printed and web-based promotional materials.
20. Enroll YES Abroad students in ECA's ASPE health benefits plan including emergency medical evacuation and repatriation coverage for the duration of the exchange.

21. Each YES Abroad student should receive a cell phone for use in emergency situations.
22. Each YES Abroad student will receive a monthly stipend for pocket money, incidentals and other expenses consistent with local costs of living.

The following considerations apply to these responsibilities for both the YES Inbound and YES Abroad Programs:

1. Meet with the Public Affairs Sections (PAS) of each U.S. Embassy within 30 days of the awarding of the grant. At least monthly contact with the Embassy throughout the grant is required. Maintain an open consultative relationship with PAS, as well as with the ECA program office. The grantee organization must have regular communication with PAS personnel regarding recruitment and selection, security, travel, student issues, and/or other matters that may be of concern. This includes informing them of student successes and including embassy staff in orientations and alumni activities. The grantee will inform PAS well in advance of any program related events to facilitate their participation.
2. Maintain the appropriate overseas infrastructure to carry out the in-country functions of a youth exchange program. The ongoing communication with natural parents, follow-up activities with alumni, and relations with U.S. and foreign government officials all require that the grantee organization maintain a sufficient presence that is satisfactory to ECA and PAS. Staff, train, and provide equipment as necessary for the in-country organization.
3. In consultation with U.S. Embassies and ECA, develop a comprehensive operational guidelines manual outlining procedures for communication, documentation, and logistics throughout the program.
4. In collaboration with ECA and respective U.S. Embassies, design and arrange for the publication of new or current program materials, for both YES Inbound and YES Abroad. The grantee will distribute YES Abroad materials to YES Placement Organizations, including marketing materials, participant and host family handbooks, mid-term orientation materials, and guidelines to prepare students for re-entry. Relevant materials may include support for orientation programming and for the concerns of natural and host parents of program participants, PO local staff, and U.S. school administrators. Whenever possible, current materials should be amended to fit changing needs and circumstances, both overseas and in the United States. Materials may include, but are not limited to, promotional handouts, student and school handbooks, and host family resources. Printed materials and websites must prominently display the YES program logo and U.S. Department of State seal. Materials and website designs must be approved by ECA's Program Office prior to publication and distribution. Please allow a minimum of three weeks for the review process. All official documents and materials developed for promotional purposes must use the YES logo and acknowledge the U.S. Department of State's role as program sponsor. Please note: All materials and website resources paid for by grant funds will become the property of the Department.

5. Your organization must coordinate overall planning with the U.S. Embassy's Public Affairs Section (PAS) in each country for both YES Inbound and YES Abroad at the outset of activities, and ask PAS to indicate where it would like to have input or play a role in the program, particularly with regard to appropriate areas for recruitment.
6. The ongoing communications with natural parents, follow-up activities with alumni, and relations with foreign government officials require your organization to maintain a year-round presence in YES countries.
7. All in-country operations must be staffed by non-U.S. Government personnel in such a way as to ensure that American Embassy personnel are not encumbered by the day-to-day functioning of the program. If the political situation in any country results in more responsibilities having to be assumed by the Embassy, your organization should provide assistance in whatever ways are possible. In all cases, field staff in each country should encourage PAS staff to participate in program events where appropriate.
8. The recruitment process must be open to make it possible for any student who meets the eligibility criteria to apply. Ideally, finalists will reflect the cultural, ethnic, national and geographic diversity of the country from which they are chosen, as well as diversity in gender. Finalists for the YES Inbound program must be citizens or permanent residents of the countries from which they are chosen. (Note that ECA must approve the selection of all permanent residents.) Recruitment and selection must be conducted on the basis of merit and be free of *even the appearance or perception* of political influence and corruption. Given budget constraints/areas of civil unrest, it may not be possible to conduct recruitment activities in all regions of each country. The grant recipient should focus recruitment on major population areas, while keeping the process open to applicants from all areas. A plan should be devised for recruitment in countries where challenging governments may impede the standard selection process. Special pre-program English language enhancement activities may be provided to up to 10% of the selected students, to ensure that the weaker language qualifications of students from more remote areas are not an excluding factor in their selection. This additional language and cultural support will enhance the students' ability to adjust to a host family and school environment.
9. All YES application materials and accompanying documentation must be kept strictly confidential and may not be shared with organizations or groups not involved with the YES program. Participants and natural families must agree that DOS will have access to the information.
10. Train domestic and overseas staff and volunteers to ensure understanding of YES program goals and requirements and sensitivity to cross-cultural issues that are unique to this exchange population.
11. Travel should be arranged in the most efficient and cost-effective manner possible in accordance with the Fly America Act and all other USG travel regulations. Standard travel procedures should be developed – incorporating POs' input – that spell out how group flights

are scheduled, how individual students are assigned to a flight, how date-change requests from POs should be made, and how and when itineraries will be provided to POs. Travel must include domestic travel from and to locations that are outside main capital cities, i.e., full round-trip itineraries. These procedures should also explain PO travel obligations, including the deadline by which arrival airport codes are due from the POs. A detailed description of the support that will be provided to students while they are en-route should be presented, including airport staffing and emergency communication procedures. Flight escorts should be selected primarily on their ability to manage a group of teenage travelers, and should be adequately trained, so as to ensure their competence while traveling.

12. The aim of the program is to select students who have the personal qualities, motivation, academic background, language, and social skills to be successful on the exchange.
13. Standardized pre-departure orientation program templates for all YES students are essential to reinforce their understanding of being participants in a U.S. Government scholarship program and to enable the dissemination of cultural information, policies, and procedures critical to the students' success.
14. Provide regular and consistent monitoring of all YES Abroad participants, including academic counseling, cultural adjustment, medical and emotional support.
15. Generate and provide reports requested by ECA in a timely fashion. These will include alphabetical lists of YES Inbound and YES Abroad finalists and alternates by country of origin and by U.S. state, and a number of customized reports requested on a case-by-case basis during the year. Customized reports requested by ECA may require linking information from distinct parts of the database so as to satisfy a wide variety of information needs as quickly as possible. Information generated for these reports may include participant name; gender; natural parents' names; home address and telephone (where it exists); home school and address; host families' names, address and telephone; PO name and location; and host school name and address, and reasons for host family changes. The database should be regularly maintained and updated, in order that such requests will produce accurate information. A procedure must be in place to obtain timely updates from POs when the host family, school, or airport information changes.
16. All promotional materials must identify the YES Program as a U.S. Department of State-sponsored program.

Reporting Obligations: *The Organization(s), their officers, employees, and third parties acting on their behalf must meet both the general Exchange Visitor Program reporting requirements and the secondary school student category-specific reporting requirements. While the regulations apply only to YES Inbound students, these requirements also apply to all YES Abroad students as well.*

Relevant portions of the regulations set forth at 22 CFR 62.13(b) regarding a serious problem or controversy follow: "Sponsors shall inform the Department of State promptly by telephone

(confirmed promptly in writing) or facsimile of any serious problem or controversy which could be expected to bring the Department of State or the sponsor's exchange visitor program into notoriety or disrepute.”

Relevant portions of the regulations set forth at 22 CFR 62.25(m) regarding Reporting requirements, follow:

- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student participant. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the summary suspension and termination of the sponsor's Exchange Visitor Program designation.
- (2) A summation of all situations which resulted in the placement of exchange student participants with more than one host family or school placement by July 31st immediately following participants' return home.

The Office of Citizen Exchanges provides the following further guidance on reporting that the **Overseas YES Inbound Recruitment and YES Abroad Placement Components** grantee must follow:

- The grantee will interpret “Department” in the above-referenced reporting regulations to mean both the Office of Citizen Exchanges and the Private Sector Programs Division of the Office of Designation. That is, the grantee must advise both Department contacts of any matter that is required to be reported by a sponsor pursuant to the above regulations.
- On a timely basis, the grantee must inform the Office of Citizen Exchanges of any publicity that highlights YES Abroad students or the YES Inbound Program or otherwise strengthens outreach efforts, particularly those that involve government officials and the media. When the media interacts with YES Abroad or YES Inbound Program students or alumni, the grantee should make every effort to identify the YES Program as a U.S. Department of State-sponsored program unless otherwise advised by PAS..

Quarterly Performance Reports: The grant recipient is responsible for implementing mechanisms to monitor participants and report to the ECA grants officer and the ECA program officer on YES Program success and impact on a quarterly basis. The recipient must submit quarterly performance reports that address, at a minimum, the following topics: past and planned program activities; financial status (e.g., identify financial variations from original budgets); and the strengths and weaknesses of the organization's overall experience with the YES Program as well as individual participants. Such program descriptions should be supported by qualitative narrative and quantitative data. The organization should conduct surveys or otherwise seek information on the following topics regarding:

- YES Abroad student achievements;
- Specialized trainings and/or workshops;

- Program impact on YES Abroad schools, host families, and communities;
- Specific challenges and their solutions;
- Monitoring YES Abroad students, host families, and local representatives; and
- Ongoing evaluation of program success in achieving stated objectives.

The grantee must submit to the program officer and the grants officer a hard copy original plus one copy of all quarterly performance reports no more than 30 days after the reporting period end dates: October 31, 2010; January 31, 2011; April 30, 2011; and July 31, 2011. A SF-PPR, “Performance Progress Report” Cover Sheet must be submitted with all performance reports.

Final Performance Report: The grantee must submit to the program office and the grants office, a hard copy original plus ***one*** copy of a final performance report. This report must include a program and financial report and should include both qualitative and quantitative data to indicate strengths and weaknesses of the exchanges and placements of all YES Abroad Program participants. A SF-PPR, “Performance Progress Report” Cover Sheet must be submitted with the final performance report.

Performance Report Summary Document

In addition to Final Performance Report identified above, the grantee is required to submit concise one-page documents summarizing their performance reports, and listing and describing their grant activities and a list of their directors and/or senior executives (current officers, trustees, and key employees). The Office of Citizen Exchanges will transmit these two documents to the Office of Management and Budget (OMB), along with other information required by the Federal Funding Accountability and Transparency Act (FFATA). As required by FFATA reporting requirements, this information will be available to the public via OMB’s USASpending.gov website.

1. Information Management. – Track and provide database maintenance on all applicants through the initial stages of recruitment and through their selection as finalists, their placement, and travel. Maintain a central, web-based database for criminal background checks (CBC), in which POs will log in CBC results on each U.S. host family. Provide maintenance of data on participants in a way that can be shared with ECA for its alumni database. Provision to ECA of a variety of reports based on the data collected on current or previous students. Maintenance of a list of all participant passport numbers in a format that will allow quick sharing with ECA when necessary.
2. Program Communication – Manage the YES community group on the State Alumni website, provide program content, and group administration duties. Actively monitor YES groups on ExchangesConnect and Facebook websites, responding to questions as appropriate. Submit regular alumni newsletters that include highlights of YES experiences and activities to the program office. For countries with 25 YES alumni or more, send a country-specific electronic newsletter on a monthly basis. For countries with fewer than 25 YES alumni, send a newsletter on a quarterly basis.

3. Your organization will be required to conduct special, *optional* competitions for YES program alumni as an important way of keeping them involved in the program and their American experience. These activities should include an alumni grants competition in which alumni may submit proposals for group (NTE \$3,000) and individual (NTE \$300) grants. The total amount of money that can be awarded for the alumni grants competition will be approximately \$100,000.

In addition, alumni will be able to apply for and if selected, attend either a global or regional alumni conference, which you design and hold. You may propose up to \$500,000 to fund the alumni conference(s). You should also conduct an alumni photo contest as a way of building a reserve of useful program-related photos. Alumni may submit photos they have taken of others involved in program-related alumni activities. You can provide camera and photography equipment as prizes for the photo contest. Other suggestions for creative and cost-effective alumni competitions will be welcome. An effort must be made to publicize these competitions widely throughout all YES countries, so as to reach as many alumni as possible. Your organization should collaborate with U.S.-based organizations that conduct other YES program components, such as the Iacocca Institute's Global Village for Future Leaders of Business and Industry, the Civic Education Workshop, and the Disabilities Components preparatory and re-entry workshops to ensure that required follow-up takes place among alumni who have participated in these special program components. The alumni network should be used to the greatest extent possible to ensure widespread publicity for activities such as the Global Village seminar (open to alumni applicants under a separate grant), the alumni grants competition, and the alumni photo contest.

Timetable

The recruitment and selection process for YES Inbound must be concluded by March 1, 2011, so that finalist applications can be disseminated to the organizations responsible for placing the students in host families and schools. Travel to the United States for inbound students is expected to take place in August 2011, in conjunction with the needs of the POs. Return travel will be similarly undertaken in June 2012. All components should be planned in accordance with the dates and deadlines set by the needs of the program (e.g., the date by which students need to apply for passports, the timing of arrival in the host families, the conclusion of the school year). The grant period should continue for 12 months after the last group of students returns home (approximately June 2013).

II. PROGRAM SPECIFIC GUIDELINES

It is essential to the goals of the YES program that the grantee be proactive in recruiting and selecting students from a broad socio-economic range. The description of recruitment and selection provides guidelines for ensuring such diversity. The Department of State seeks to include in the program students of diverse religious, geographic and ethnic backgrounds, a balance of male and female students, and students with disabilities.

It is ECA's intent that students and their natural families incur minimal out-of-pocket costs if selected for the YES program. The grant should include travel to and from selection interviews, program orientations, visa interviews, and departure and arrival airports, airfare, and other costs for program-sponsored activities. Students will receive stipends for pocket money during the program. A grantee or sub-grantee(s) should not charge students application or program fees.

Participants of YES Inbound must be citizens of the partner country or long-time permanent residents of the country provided there is the likelihood that they will continue to reside in that country upon return home. The overseas partner organization must ensure that the Public Affairs Section of the U.S. Embassy agrees to any recruitment plan that allows the participation of students who are not citizens of the country. Participants of YES Abroad must be citizens of the U.S.

Student eligibility and selection criteria will include:

1. Inbound YES participants should be in the age range of 15-17. However, students up to age 18 ½ at the time of program start date may participate per Department of State J-1 visa regulations. A grantee will consult with the respective Ministry of Education to assess country specific age limitations. For YES Abroad, participants should be age 15 to 18.5 at the time of the exchange, and still in high school or just graduated at the time their program begins.
2. YES Inbound secondary school students in their home countries who have not completed more than 11 years of primary and secondary education are eligible. Furthermore, for inbound students, many school boards in the U.S. do not accept students who have graduated from secondary school regardless of the number of years in school.
3. At the time of arrival in the U.S., YES Inbound students should possess the ability to speak English at the standard required by U.S. school districts for foreign exchange student admission without recourse to remedial ESL instruction.
4. The applicants must demonstrate the personality traits, maturity, and social skills necessary to adjust to the host environment and engage in a dialogue with Americans on issues of relevance to U.S. relations with the student's country.
5. Applicants should have demonstrated leadership potential and skills.

Criteria for the selection of participants of both YES Inbound and YES Abroad should include leadership skills, a clear interest in the program themes and in service to the community, good academic and social skills, and overall composure and maturity. Particular emphasis should be placed on selecting participants who demonstrate flexibility, adaptability, and the commitment to spend an academic year or semester abroad. The organization should strive for gender balance as well as ethnic, regional, and socioeconomic diversity in the final delegation. Once the grant is awarded, the grant recipient must consult with the ECA program office to review its recruitment plan in detail, and the screening and selection process.

PROPOSAL CONTENTS

Since applicant organizations do not have the opportunity to meet with reviewing officials or otherwise discuss the merits of their applications, each proposal should describe a program in a convincing and comprehensive manner, addressing all the criteria set forth in the RFGP and the other guidelines identified in the introduction to this document. The Narrative should contain enough information to enable reviewers to understand the scope of the program and to assure reviewers that the proposal is responsive to the criteria set forth in the solicitation and to all other guidelines, ***keeping in mind that reviewers may not be familiar with the YES program or with your organization.***

Proposals should address all elements described below succinctly and completely. Proposals may be submitted through Grants.gov only in the following formats:

- Microsoft Word,
- Microsoft Excel,
- Adobe Portable Document Format (PDF),
- ASCII Text (less preferable), or
- Joint Photographic Experts Group (JPEG images).

Proposals should include the following information:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

Applications must include a completed “Application for Federal Assistance (SF-424). Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number to complete Box 8(c) of the Form SF-424. Applicants may obtain DUNS numbers at no charge by contacting Dun and Bradstreet at <http://www.dunandbradstreet.com> or 1-866-705-5711.

TAB B - Executive Summary

The Executive Summary is a single double-spaced page that provides the following information:

- Name of the organization submitting the proposal
- Beginning and ending dates of the program
- Scope of the projects – both YES Inbound and YES Abroad - including the following:
 - Number of students to be placed
 - Geographic distribution of students
 - Method of placement
 - Nature of activities
- Funding level requested from the Bureau
 - Total program cost
 - Total cost sharing from applicant and other sources
 - Total per-student cost

TAB C

Calendar of activities/itinerary

The Calendar of Activities/Itinerary is a monthly plan of action or timetable that demonstrates the timing and organization of the responsibilities of the grantee. These should include, but not

be limited to, monitoring local staff, YES Abroad students, and host families; training events; submission of quarterly reports; and dispersal of funds and information. This is not part of the 20-page limit on the Program Narrative, discussed below.

Narrative

The Program Narrative is 20 single-sided double-spaced pages of text that addresses, among other things, the responsibilities outlined in the "Statement of Work" and all matters covered under the "Program Specific Guidelines," with extra attention given to the monitoring section.

You may wish to use the headings and subheadings that correspond to the following outline in organizing the narrative.

1. Goals – Briefly state the goals, objectives, and benefits of this program (as set forth in the RFGP).
2. Recruitment – Briefly describe the recruitment process for inbound students, including your plan for advertising the competition and for scheduling the various stages of application and their locations. Describe any particular strategies for addressing situations where there are challenging governments that have affected the standard recruitment process. Explain how you will select the most-qualified students and to ensure the integrity of the merit-based process. A copy of the participant application should be included as an attachment. Provide your work plan/timeframe for recruitment/selection activities.
3. Selection – Briefly describe the selection process, including your plan for recruitment and training of application evaluators for YES Inbound. Explain how you will ensure that finalists represent a diverse cross-section with regard to country of origin, gender, age, etc. In your work plan, include your arrangement (timeframe and method) for distributing finalist documentation to the YES POs.
4. Orientation – Describe your plan for orienting all YES participants prior to their departure. Explain how you will amend pre-departure orientation programming if you are unable to carry out the activity in-country.
5. Disability - Describe your plans for recruiting inbound students with disabilities, including methods for increasing the applicant pool of qualified students with disabilities, efforts to include countries that have not had YES participants with disabilities before, and efforts to ensure that all students who participate in this component meet the required criterion of having a disability. This component of the program should focus on students whose disabilities are significant enough that they set these individuals apart from their non-disabled peers. Caution must be taken that this component of the program is

reserved for individuals who truly meet the disability criteria and is not used as a stepping stone by individuals whose conditions have not previously interfered with their lives, but who think they will be unable to participate in the program through the regular competition. Explain how you will amend recruitment materials to make them accessible to applicants with visual, auditory, or motor disabilities. Describe any plans to use alumni with disabilities in recruitment and orientation programming of future disabled and non-disabled participants. Explain how you will ensure that students with disabilities understand that participation in a Preparatory Workshop and a Spring Leadership Re-entry Workshop for Students with Disabilities is mandatory for all students in this category. The ECA Program Office will work to coordinate a Preparatory Workshop to include all YES Inbound students with disabilities, possibly in conjunction with other ECA-funded youth programs. You will be required to fund and arrange the domestic travel of any student with a disability to and from the preparatory workshop. A separate organization will fund travel to and from a leadership and reentry workshop for students with disabilities to be held in the spring.

6. Infrastructure – Describe what your organization’s infrastructure will include for 2010-2012. Be specific about number of offices, their location, and how they are/will be staffed and equipped. Include a description of your arrangements with local government authorities that will enable you to function and work with local educational institutions. Describe your strategies for recruitment and staffing in areas or countries where government policies may impede standard recruitment procedures.
7. Documentation – Describe how you will ensure that all participants have been cleared medically and have received the immunizations required by U.S. schools. Include mention of your plan to work with ECA on the preparation of DS-2019 forms and get them to the appropriate consulates. Comment on any other areas of concern and state how you will address these.
8. Travel – Describe how your organization will efficiently and effectively arrange round-trip domestic and international travel and ticketing of finalists from their home communities to their host communities, and for their return. Describe situations where unusual travel plans must be put into effect because of challenging political conditions. *Explain how you will ensure thorough and appropriate communication with POs regarding travel, and how you will incorporate their input into the procedures for travel.*
9. Communications and On-Program Support – Describe how your organization will maintain communication with the Public Affairs Section at the U.S. Embassies, the natural families, ECA, and between ECA and the other organizations administering components of the YES program, including any

special provisions you will make in countries where challenging political situations present obstacles to normal procedures.

10. Participant Monitoring – Develop and submit plans for recruiting, screening, selecting, supporting, and monitoring local coordinators to work with YES Abroad students, as well as plans for recruiting, screening, selecting, supporting, and monitoring host families for YES Abroad students. Include selection criteria to be used for evaluating the suitability of host families, including the interview; adequate financial resources to undertake hosting obligations; reputation and character through character references; and capacity to provide a comfortable and nurturing home environment. Plans for placing, supporting, and monitoring the health, safety and welfare of YES Abroad students should be spelled out.
11. Information Management – Describe how you will maintain a database on YES Inbound applicants and their progression to selection or rejection; participants on program; and alumni following their return home. Similarly, describe how you will maintain data for YES Abroad semi-finalists nominated by the POs and finalists selected for the program. Explain how you will update data on current participants in a timely fashion. Demonstrate that you have the ability to use the data to provide custom reports based on reporting requirements and ECA’s needs. List the reports you will provide to ECA at the start of the academic year, based on the data collected. Ensure that you will be able to produce students’ passport numbers quickly and accurately when needed by ECA.
12. Follow On/Alumni – Describe how your organization will maintain alumni programming, including special provisions for countries where political circumstances may prevent you from conducting regular alumni activities. Include details on any special alumni projects that are planned. Emphasize the plan for using alumni to do outreach to remote regions both for increasing alumni participation and for attracting potential YES applicants from those regions. Indicate how your organization plans to make use of alumni in the selection process, orientation, and other program components. Describe the plan for conducting the alumni grants competition, the alumni conference – either one global conference or by region, the alumni photo contest, and any other alumni competitions you anticipate conducting. Explain how your organization will assist alumni who participated in YES special program components in the United States to implement what they learned after they return home. Explain how you will use the alumni network to provide widespread publicity for various YES special alumni projects, such as the Global Village for Future Leaders of Business and Industry.
13. Evaluation. – Describe the ways in which your organization will evaluate success in achieving its objectives and those of the program. Focus on

methods that will be used to assess problem situations and develop plans to address these. Include specific materials that will be used for the purpose of assessment and evaluation. Evaluation techniques may be in any form such as a survey or questionnaire, and applicants should include a description of their evaluation methodologies. Plans should address the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes. Overall, the quality of an evaluation plan depends on how well it specifies intended outcomes, clearly defines outcome measurement techniques, identifies timing of outcome measurement, and clearly describes data collection strategies for each outcome (e.g., surveys, interviews, focus groups). Evaluation plans that deal with all levels of outcomes will be deemed more competitive. Include the results of ongoing evaluation plans in quarterly reports, with the final quarterly report summarizing the overall program success. Applicants must maintain all data collected, including survey responses and contact information, for a minimum of three years following completion of each participant's exchange visitor program.

14. Institutional Resources. – Describe how your organization will staff the units that oversee the functions described above. List individuals by name and position, and provide a brief description of each person's responsibilities on the YES program.
15. Diversity. – Describe how you will proactively seek to maximize diversity, both in program administration (i.e., selection of participants, host families, schools, program venue, and program evaluation) and program content (i.e., orientations, program meetings, resource materials, and follow-up activities).

TAB D - Budget Submission

Applicants must submit a Form SF-424A along with a comprehensive line item budget. The budget must include and distinguish between funds requested under this RFPG and funds applicants acquire through cost-sharing or from other sources. Applicants also must submit a Program Activity Cost Summary. Include an explanatory budget narrative and submit per participant and total costs. Per participant costs are calculated as the total grant funds requested divided by the number of participants. All budgets will be reviewed for cost-efficiency, including the percentage of the grant that will be used for administrative expenses.

The grantee will be responsible for managing fiscal data and accounting for grant funding, as required by federal law, including cost-sharing and funds provided to approved sub-grantee(s).

Cost sharing: All cost sharing declared in the proposal budget must be auditable. Applicants are encouraged to develop sources of funding to complement the grant funds. Private partnerships with corporations or foundations are encouraged. Direct contributions from the applicant organization itself are welcome, both cash and in-kind (i.e., indirect costs). Costs

borne by host families are considered “in-kind contributions” and may not be declared as a cost share item.

Program Activity Cost Summary: In addition to the budget, submit a Program Activity Cost Summary that reflects all costs (even if they do not easily fit into the enumerated categories). The Program Activity Cost Summary is used to identify Project cost drivers and will not be used to evaluate proposals submitted in this competition. Annotate those line items that are affected by unique or changing cost drivers, e.g., high transportation costs, increases in stipends for local coordinators.

All international and domestic travel should be arranged in the most economic and efficient way possible.

In situations where visa fees are waived by the U.S. Consulates because students are traveling on a USG-sponsored exchange program, they do not have to be included in the program budget. Explain any situations where this is not the case.

Health and accident insurance for inbound participants is provided by the placement organizations under separate grants. However, the recipient of this grant will be required to enroll YES Abroad students in ECA’s ASPE health benefit plan for the duration of the exchange.

Please budget for additional pre-program English language enhancement costs, up to \$1,500 for each YES Abroad student receiving language and cultural tutorials. This per student addition need not be included when calculating per capita costs, but should be included as a separate line item in the budget.

Budgets typically include, but are not necessarily limited to, the following items:

- Costs associated with monitoring students, trouble-shooting, counseling, and resettling students, as necessary
- Program materials (an explanation how materials are used must be included in the proposal)
- Administrative costs, including salaries, communication and supplies
- Promotional material, including website development
- Alumni activities

Other budget items should include:

- Staff travel for at least one trip for a staff member to travel to Washington, D.C. to attend a two-day Youth Programs annual meeting as well as a meeting with program and grants office staff within 30 days of the award of the grant to review and clarify expectations for performance.
- Cost-sharing and enhancement of the basic package provided by the Bureau is strongly encouraged. Applicants are strongly encouraged to develop sources of funding that are auditable and complement grant funds. The costs borne by host families may not be declared as a cost-share item.

- Necessary passport costs if participants are financially unable to pay, and visa costs for American students. (YES Inbound students on J-1 visas should not be required to pay visa fees.)

Budgets funds may be used for:

- Round-trip transportation for students from their homes to the United States embassy or consulate for visa interviews.
- Cover staff travel to the partner countries, as necessary.

Grant funds may also be requested for:

- Increasing the capacity of grantee's overseas partner organizations to manage the YES program responsibilities.
- Public relations efforts and other activities that promote the expansion of recruitment and hosting capacity.
- Special regional or national workshops in the U.S. for students that focus on YES program themes.
- Specially-skilled consultants who support cross-cultural communication and understanding. These consultants may provide training for grantee staff and volunteers to develop printed and online resource materials that support the unique cultural needs of their YES students, and offer services such as an on-call resource for staff, volunteers, host and natural families, and to provide students with support.

For YES Abroad, the following items must be included in the budget submission as part of the per participant costs:

- Incidentals allowance – Host family should be compensated up to \$300 for school start-up costs and other school-related expenses. Receipts must be presented to the placement organization for reimbursement.
- The applicant should budget monthly stipends for students based on each host country's local economies.
- Stipends for host families based on actual expenses may be requested, if the cultural and economic conditions in an otherwise viable country prohibit the identification of appropriate host families. The request will be subject to Bureau and Post review and approval.
- Emergency fund - Applicant organization should budget \$100 per participant to be used for small emergency expenses e.g., eyeglasses, minor dental problems, non-reclaimable student debt, etc.
- Enhancement activities fund - Applicant organization should propose significant enhancements and budget an appropriate amount, not to exceed \$400 per student.

TAB E – Letters of endorsement, resumes, additional illustrative information and data

Resumes of all program staff should be included in the submission. No resume should exceed two pages. Include additional illustrative information and data that will strengthen and provide additional detail to the application, e.g., copies of detailed participant monitoring and project

evaluation plans, letters of endorsement, and commitments from all implementing partners or subcontractors.

TAB F – *SF-424B, “Assurances – Non-construction Programs,” First Time Applicant Documents, and Additional documentation*

1.) SF-424B, “Assurances - Nonconstruction Programs”.

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

III. REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative

agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

Details on the review process and criteria are provided in the Request For Grant Proposals.

APPLICATION SUBMISSION:

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Program Officer Kevin Baker at (202) 632-6073, Office of Citizen Exchanges, Youth Programs Division, Fax: (202) 632-9355, e-mail: <BakerKM1@state.gov>.